

Job Opportunity

May 16, 2007

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**DUTY STATEMENT
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**CALIFORNIA DEPARTMENT
OF AGING
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1300 National Drive,
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TEL (916) 419-7525

FAX (916) 928-2269



**APPLY NOW
CLICK HERE!**

Staff Information Systems Analyst (Specialist)

**12 Months Limited Term / Intermittent
Salary: \$28.26 - \$34.36 per hour**

Here is an opportunity for a high energy
person with Network experience and
knowledge of Windows 2000/2003 Server
including Exchange 2003.

This Staff Information Systems Analyst
position is in the Information Technology
Branch and the appointee would be working
approximately 25-30 hours per month.

PROGRAM: Under the general supervision of the Chief Information Officer, the
position serves in an emergency support capacity for the Network Administrator.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Provides support in the operation of network devices including switches, routers and servers. Conducts analyses and develops solutions for any malfunction of these devices. Communicates with the data center to identify and resolve network connectivity problems.
- Resolves problems with the management of network resources including services, software, applications, folders and files on the network drives.
- Uses security resources such as spam filter, antivirus software and security patch deployment tools to ensure that the network is operational and secure.
- Troubleshoots and resolves problems with the Exchange and Outlook email systems so that email functionality is maintained and user productivity is not impaired.
- Ensures the effective operation of the network backup system so that files may be recovered when they are lost.
- Provides recommendations and guidance to staff regarding industry best practices regarding network operations, security, and maintenance.

WHO MAY APPLY:

Applicants at the Staff Information Systems Analyst level or who have eligibility for appointment or transfer to this classification. Priority consideration will be given to employees currently on a SROA list or employed by a department which has been declared by DPA to have surplus employees.

Location: Sacramento—Natomas Area. **FREE PARKING!**

The California Department of Aging is committed to providing equal opportunity to all
regardless of race, color, creed, national origins, ancestry, sex, marital status,
disability, religious or political affiliation, age or sexual orientation.

